

SECRET

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ADMINISTRATIVE SERVICES OFFICE

ORGANIZATION AND FUNCTIONAL STATEMENT

APRIL 1951

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH

Formulates, defines, develops, pursues, directs and controls CIA Records Management Program and trains personnel therefor.

VITAL MATERIALS SECTION

1. Analyzes, schedules, receives and duplicates Vital Materials to produce storage copy.
2. Indexes reproduced copy by project, reel ^{DEPOSIT} and frame numbers, and date.
3. Determines flow of materials to repository for safe keeping by both direct and indirect methods of deposit.

RECORDS ANALYSIS SECTION

1. Inventories, analyzes and evaluates record material of CIA components by organization and function.
2. Determines status of material as record, nonrecord, current and noncurrent and recommends disposition action as appropriate for destruction or transfer of material to CIA or National Archives. ^{VITAL, NONVITAL}
3. Pursues studies to evaluate use of filing systems and equipment, and determines possible standardization thereof.
4. Conducts surveys for application of improved methods, techniques and labor saving devices to obtain efficient operation of files and file systems and reductions in costs of preparation, maintenance and storage of records.
5. Evaluates progress obtained in regrading classified material and determines notification processes thereof, as appropriate.

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ARCHIVES SECTION

1. Receives, sorts, analyses, indexes, files and retains record material of enduring value.
2. Performs searching and distribution services.
3. Transfers selected material to National Archives, as directed.
4. Disposes of material by destruction, salvage or gift, as appropriate.

MAIL CONTROL SECTION

1. Receives, distributes, collects and dispatches all official CIA mail, both foreign and domestic.
2. Maintains current files and index records of CIA Administrative correspondence.
3. Classifies, catalogs and indexes incoming correspondence for filing.
4. Provides inter-office collection and delivery service at scheduled intervals throughout CIA, using messengers and couriers.
5. Provides regular courier runs to other government agencies in the Washington area, and special courier service in matters of official urgency.

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SECRET CLASSIFICATION

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RECORDS MANAGEMENT PROGRAM

1. Purpose:

The purpose of this procedure is to institute a records management program and thus establish and effective control of all records supporting staff activities, ^{IVE}administration requirements and operational procedures of CIA.

2. Scope:

The scope of the program is agency wide and includes the record material of each organizational component of CIA, the CIA Record Center, the Repository of Vital Materials and the National Security Council.

3. Definitions: (to be supplied)

4. Objectives:

- a. Development of organizational framework and functional system.
- b. Utilization and training of personnel.
- c. Determination of administration requirements and the preparation of procedures therefor.
- d. Determination of agency requirements and development and installation of operating procedures to implement ^{IVE}effective record control system.
- e. Determination of essential administrative ^{IVE}controls and development of output reporting system.
- f. Assignment of responsibility for the scheduling of records projects.
- g. Adequacy of coordination channels.
- h. Preparation of operating procedures to enable systematic processing of records.

5. Organization:

- a. The records management program entails not only the analysis, evaluation and disposal of records but, also, the rendering of special services to facilitate and effective control thereof. In the administration of the program three components of the Records Management and Distribution Branch participate. These are identified as follows:

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- NATURE ARE ALLOTTED
- (1) Record Analysis Section *TO WHICH FUNCTIONS OF AN ANALYTICAL*
 - (2) Record Center *TO WHICH FUNCTIONS OF A SERVICE NATURE ARE*
 - (3) Repository *WHERE VITAL MATERIALS ARE STORED ALLOTTED FOR SAFE KEEPING*

25X1

b. CIA Reg. [] provides that each office head will designate in writing to the Chief, Administrative Services an Area Records Officer. (*****) who will have the responsibility for maintaining an internal records program. Thus, there is available in each office a representative *WITH THE ANALYST* who will collaborate in the over-all Records Management program.

6. Functions: *Administrative* The following functions are assigned respectively to each sectional component *for purposes of administration.*

va. Record Analysis Section: *To reflect the overall scope of operation*

- (1) Inventory and preliminary screening of records
- (2) Selection and process ^{ing} of vital materials
- (3) Detail ^{ed} analysis and control of records
- (4) Disposition of records
- (5) Standardization of filing systems
- (6) Survey of filing equipment
- (7) Pursuit of special studies such as:
 - (a) Preparation of records and correspondence manuals.
 - (b) Analysis of source of material to establish accession standards and thereby project potential growth of records for purposes of statistical control.
 - (c) ~~Fact~~ finding analysis of forms used in the control of records to facilitate standardization of filing systems and to support recommendations to the Advisor for Management for consolidation, ~~or~~ cancellation and possible revision thereof.

b. Records Center:

- (1) Receiving, processing, storage and disposition (as scheduled) of archival material and the maintenance of controls therefor.
- (2) Receiving, processing, storage, supply and supplemental distribution of basic and finished intelligence reports and information reports, and the maintenance and control therefor.
- (3) Receiving, processing, storage, supply and supplemental distribution of CIA Regulations, Notices, ~~NSC~~ NSCID, DCI, IOP, Correspondence and Security Manuals and the maintenance of controls therefor.
- (4) Receiving and dissemination of regrading notices, determination of proper security classifications, as appropriate, and the maintenance of controls therefor.
- (5) Scheduling and processing of microfilm operations; pertinent to vital materials and projects for space reduction of records and the maintenance of controls on both microphoto projects and equipment.

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- (6) Servicing requests and maintaining control of record material on inter-office and inter-agency loans.

c. Repository:

- (1) Receive, verify and receipt for vital materials deposited through the CIA Vital Materials Officer.
- (2) Complete CIA Form No. ____ "Transfer Slip", as appropriate.
- (3) Establish and maintain an appropriate reference system that will provide broad codification to facilitate access to vital materials.
- (4) Prepare and furnish periodic inventory reports to the several Offices of Origin.
- (5) Complete destruction or return of vital materials to Offices of Origin, as directed.

7. Utilization and Training of Personnel: Operating Personnel comprise

Analysts, Grade- GS-9, Analysts trainees, Grade GS-7, Senior Records Clerks, Grade GS-5, Microphotographers, Grade GS-3,

- a. Utilization - ^{AND TRAINEES} Analysts are assigned Administratively to the Records Analysis Section. ^{TRAINING} Trainees, Records Clerks and Microphotographers are assigned similarly to the Record Center. Definite operating assignments i.e., by Office of Origin are given respectively to each analyst who collaborates with the Area Records Officer of interest. Responsibility for scheduling, receiving, processing and ^{FINAL} disposition of archival material pertaining to ^{EACH} Office of Origin rests primarily with the analyst concerned.

- b. Training - ^{In the performance of these functions} a trainee is assigned to support each analyst. ^{RECORDS} A clerk and microphotographer are assigned to assist ^{THE ANALYST AND} each trainee. ^{AS NECESSARY} The analyst assumes the responsibility of training the personnel assigned to him and discharges it by:

Where the work entails joint operations with the Records Center

- TRAINING RECORDS CLERK AND MICROPHOTOGRAPHERS EITHER ON ROUTINES PERFORMED IN THE RECORDS CENTER OR*
- ASSISTING CLERK*
- (1) Planning and assigning operating routines on archival materials in the Record Center.
 - (2) Directing the group as a team on missions to the Office of Origin for special purposes such as, organizing, processing or disposal of record material. *THUS, THE GROUP RECEIVES TRAINING IN AN IDENTICAL SET OF RECORDS*

NOTE: The assignments of trainees, records clerks and microphotographers described above are primarily for training purposes. This plan is not intended to offset the supervision given by the Head of the Record Center.

Such assignments are properly cleared with the supervision of the Records Clerk.

8. Operating Procedures:

a. Record Analysis Section

- (1) Inventory and preliminary screening - Form 36-211 dated May 1951 (See Exhibit Blank) is used as a means of accomplishing this preliminary phase. It provides for certain essential data such as office identification, item number, title and subject of each record series, arrangement i.e., alphabetical, numerical, geographical, chronological, etc., linear feet, inclusive dates, security classification, evaluation, retention period and disposition. The form is prepared in triplicate for distribution as follows:

- (a) Original to Records Management and Distribution Branch
- (b) Copy to Repository
- (c) Copy retained in Office of Origin

When completed and signed by the Area Records Officer and Administrative Approving Officer it comprises an inventory of record series groups and an evaluation of each group, as active or inactive, current or non-current, record or non-record, vital and non-vital. As it also includes retention period and disposal action, it provides a basis on which to take further action in other appropriate phases of the records program.

- (2) Vital Material - A separate operating procedure dated 19 June 1951 for the selection and processing of vital materials treats with this phase in a comprehensive manner.

- (3) Analysis and Control of Records: ^(a) A detailed analysis of record series group is essential because:

- (1) Normally, records are prepared in several copies and the record copy must be established functionally.

(2) The copies of record are distributed to various offices and the proper office of record must be established functionally.

(3) Offices receiving non-record copies are sometimes prone to evaluate them as record copies and care must be exercised to re-examine and verify the evaluations, retention periods and disposal actions previously determined. *AT THE TIME OF PRELIMINARY SCREENING*

(4) The Intelligence Advisory Committee, other Federal Agencies, or other CIA offices may have a definite interest in the information provided in certain record series group and such interest should be determined and recorded for control ~~part~~ purposes.

B. Form ~~blank~~ dated ~~blank~~ (See Exhibit Blank) is used as a means of establishing the necessary control. This machine record card provides information data such as:

Record Series Code, Security Classification, Office of Record, Evaluation, the Retention Period, ~~and~~ Disposal Date ~~for the Office~~ and Disposition Code for the ~~Office of Origin~~, Record Center, Linear Feet, Microfilm and the particular offices interested in the record series group (see Sub-Paragraph 4 above).

c. Coding for Record Series card: The Record Series Code comprises three spaces for the office code and three spaces for the record series code in numerical sequence beginning with I and continuing thru 999 for each office. The office codes ~~adopted~~ adopted are as follows:

Staff Offices

S01	National Security Council
S02	Director of Central Intelligence
S03	Deputy Director Central Intelligence
S04	Deputy Director - Administration
S05	Deputy Director - Plans
S06	Assistant Deputy - General
S07	Assistant Deputy - Special

Administrative Offices

A01	Administrative Services Office
A02	Audit Office
A03	Communications Office
A04	Finance Office
A05	General Counsel
A06	Inspection & Security
A07	Management Analysis Office
A08	Medical Office
A09	Personnel Office
A10	Procurement Office
A11	Training Office

Operational Offices

001	Collection & Dissemination
002	Current Intelligence
003	Intelligence Coordination
004	National Estimates
005	Operations
006	Policy Coordination
007	Research & Reports
008	Scientific Intelligence
009	Special Operations

Staff Offices

S01 National Security Council
S02 Director of Central Intelligence
S03 Deputy Director Central Intelligence
S04 Deputy Director - Administration
S05 Deputy Director - Plans
S06 Assistant Deputy - General
S07 Assistant Deputy - Special

Administrative Offices

A01 Administrative Services Office
A02 Audit Office
A03 Communications Office
A04 Finance Office
A05 General Counsel
A06 Inspection & Security
A07 Management Analysis Office
A08 Medical Office
A09 Personnel Office
A10 Procurement Office
A11 Training Office

Operational Offices

001 Collection & Dissemination
002 Current Intelligence

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003	Intelligence Coordination
004	National Estimates
005	Operations
006	Policy Coordination
007	Research & Reports
008	Scientific Intelligence
009	Special Operations

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CODING FOR "RECORD SERIES" MACHINE RECORD CARD

Columns 1 thru 6 - Records Series Code

Columns 1 thru 3 - Office code

Columns 4 thru 6 - Numerical sequence within office

Example - A01123 - A01 represents Administrative Services Office,
123 represents items numbered 123 on Records
Analysis Work Sheet of Administrative Services
Office .

Column 7 - Security Classification

Punch 1 - Top Secret

Punch 2 - Secret

Punch 3 - Confidential

Punch 4 - Restricted

Punch 5 - Unclassified

Columns 8 thru 10 - Office of Record

Example - S02 represents the Office of DCI

Columns 11 thru 14 - Evaluation

Column 11 - Vital, punch 1; not vital, punch 3.

Column 12 - Record, punch 1; nonrecord, punch 3

Column 13 - Current, punch 1; noncurrent, punch 3

Column 14 - Active, punch 1; inactive, punch 3

Columns 15 thru 21 - Office of Origin

Column 15 & 16 - Retention period (years) (in Office of Origin)
punch 01 thru 09 when retention of item in Office
of Origin is indicated for 1 thru 9 years.
Punch 10 thru 99 for longer retention, using 99
for indefinite retention.

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Columns 17 thru 20 - Disposition Date, punch columns 17 & 18 for month and 19 & 20 for year.
Example - 1251 -- 12 represents the month of December. 51 represents the year 1951.

Columns 21 - Disposition Code

Punch 1 - Destroy

Punch 3 - Transfer

Punch 5 - Retain indefinitely

Columns 22 thru 28 - Record Center

Same activities as represented in columns 15 thru 21 but in these columns the activities are carried on by the Records Center. Same punching code used.

Columns 29 thru 32 - Linear Feet

Punch numerals corresponding to number of linear feet in the record series.

Example - 0123 -- 123 linear feet.

Columns 33 - Microfilm

Punch 1 - Files to be microfilmed for Vital Materials Program

Punch 3 - Files to be microfilmed for reduction in space

Punch 5 - Files to be microfilmed for purposes of duplication

Columns 34 thru 80 - Interested Offices

Starting with column 34 punch the three column office code of the office interested in the record series. Follow with as many additional office codes as necessary.
Punch ALL in column 34 thru 36 if all CIA Offices are interested in the record series.

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